

# VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	TITLE OF POSITION: <u>Information Services Technician I</u> CLASSIFICATION CODE: <u>02422300</u> SALARY RANGE: <u>316A \$35121-\$38277</u> REFERENCE POSITION NO.: <u>1420-50500-01 Pos# 000062</u> Department or Agency Name: <u>EDUCATION</u> APPLICATION PERIOD: <b>November 19 -25, 2013</b> Division/Section/Unit: <u>Accelerating School Perform</u> <b>3-day grace period for Council 94 members ends 11/29/13</b> Assignment(s) / Comments: <u>8:30 a.m. - 4:30 p.m.</u> Shift and Days: <u>MON-FRI 1ST -8:30 a.m. -4:30 p.m.</u> Job Location: <u>255 Westminister Street, Prov.,RI</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement      Yes <input checked="" type="checkbox"/> No _____ Name of Bargaining Unit Union: <u>Council 94 - Local 2872</u> There is* <u>  </u> is not <u>XX</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b> * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. <div style="background-color: yellow; padding: 5px;"> <b>Most Important - Please include the following information:</b>                      . The title of the position for which you are applying      . Name of department where you are currently employed                      . Title of your present position and date you entered it      . Your email address                      . Date you entered State service      . Present Union Affiliations                 </div> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b> <ul style="list-style-type: none"> <li>▪ <b>Reasonable Accommodations:</b>                      If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>▪ <b>Medical Information:</b>                      Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b>  CLASSIFIED JOB DESCRIPTION: <b>INFORMATION SERVICES TECHNICIAN I</b> To perform technical work providing information, publication, resource, reference and other statewide, centralized information/library/communications services; to access and process data through electronic networks and the Internet using word processing, the World Wide Web (WWW) and various software programs; and to do related work as required. A complete class specification describing the duties of the position and the minimum qualifications is posted on the RIDE Web Site <a href="http://www.ride.ri.gov">www.ride.ri.gov</a> JOB REQUIRES EXCELLENT EXCEL SKILLS.	
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> (A class specification describing the duties of the position and the minimum qualifications is available at <a href="http://www.ride.ri.gov">www.ride.ri.gov</a> ) <b>Education:</b> Such as may have been gained through: graduation from a senior high school; and <b>Experience:</b> Such as may have been gained through: employment in a position providing information to the public or employment in a clerical position involving the use of computer equipment and software. <b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>CS-14 application and Equal Opportunity Employment Card available at <a href="http://www.ride.ri.gov">www.ride.ri.gov</a></b> <div style="display: flex; justify-content: space-between;"> <div style="background-color: yellow; padding: 5px; width: 45%;"> <b>Send application, cover letter &amp; resume to:</b>                      Office of Human Resources                      RI Department of Education                      255 Westminister Street                      Providence, RI 02903  <b>Or Email to: <a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></b> </div> <div style="width: 45%;"> <b>Telephone #:</b> <u>(401) 222-4274</u>  <b>Fax #:</b> _____  <b>TTY/TDD #:</b> <u>Relay RI 1-800-745-5555</u>                      (Telecommunication Device for the Deaf)                 </div> </div> <div style="text-align: right; margin-top: 10px;">                       Equal Employment Opportunity Card (Optional)                 </div>	
<b>Please include your email address with your application packet.</b>		
<b>STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER</b>		